
	LaRC FY 2006 Shutdown/FY 2007 Startup Interim Emergency Purchase Requisition Process August 31, 2006	 Langley Research Center
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Process

Emergency Purchase Requisitions

Purpose/Background

This document details how Purchase Requests (PRs) are to be processed during the shutdown period during the time SAP is down for FY 2006 closeout and is reopened for FY 2007. During this interim period only emergency, mission critical, PRs will be approved for release.

Emergency is defined as affecting: safety and health, risk of life, the destruction of property, and aircraft on ground. Mission essential is defined as affecting the mission such that the launch opportunity is compromised or lost. In order to process a PR during this interim, all required SAP information must be obtained. This process is for actions where no SAP purchase request exists and an emergency award is anticipated to be processed during the down time.

Please note that only emergency awards will be after September 30, 2006.

Process Owners

Ken Winter, Chief Financial Officer

Kerry Christian, Deputy Chief Financial Officer – Finance

Catherine Prohaska, Deputy Chief Financial Officer – Resources

Process/Steps

During the shutdown period, if a customer has an emergency that requires a procurement action, he/she will prepare a request by following the steps in this document. Note that this document is one of many used to fulfill this process. Other documents are referenced in these steps.

Purchase Request

During the interim process, purchase requests must contain all data necessary for SAP processing in order to facilitate accurate loading into SAP upon FY 2007 start-up. Follow the steps below in order to process the Purchase Requisition.

1. Fill out a LaRC Emergency Purchase Requisition Form. Included on this form are all necessary SAP information and a place for signatures.
2. Complete a Justification Form and attach it to the Emergency PR Form. Obtain approval of the Organizational Unit Manager for the emergency purchase. Obtain Office of Procurement (OP) approval of the Mission Critical Statement of Justification. Contact Panice Clark (4-2522) to arrange an appointment for the review of the Mission Critical Statement of Justification. OP will assign a tracking/purchase request number to the request.
3. Obtain signatures from all persons listed in the release strategy. The release strategy for supplies and services are shown below:



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RELEASE STRATEGIES for Emergency Processing															
					Functional Approvals										
GOODS & Services	(Step 1) Initiating Office/ Competency		(Step 2) Obtain Justification for Emergency		(Step 3) Special Approvals		(Step 4) Logistics (between 1:30- 2:30pm)		(Step 5) Resources Management (between 1:30-3:30pm)		(Step 6) Finance (between 1:30-3:30pm)		(Step 7) Finance (between 1:30-3:30pm)		(Step 8) Procurement
QA	PR Initiator	➡	as identified on justification form	➡	QA Susan Cooper (B1232, R256C)	➡	Harry Schinkel (B1206, R122)	➡	Carolyn Carey (B1195,R178)	➡	Beth Quinto (B1195,R2035)	➡	Antoinette Bishop (B1195,R2027)	➡	Tessada Contractors (B1195A, R223)
IT	PR Initiator	➡	as identified on justification form	➡	IT Mary McCaskill Phillips (B1268A, R1128)	➡	Harry Schinkel (B1206, R122)	➡	Carolyn Carey (B1195,R178)	➡	Beth Quinto (B1195,R2035)	➡	Antoinette Bishop (B1195,R2027)	➡	Tessada Contractors (B1195A, R223)
Safety	PR Initiator	➡	as identified on justification form	➡	Safety Janet Edmondson (B1232, R259)	➡	Harry Schinkel (B1206, R122)	➡	Carolyn Carey (B1195,R178)	➡	Beth Quinto (B1195,R2035)	➡	Antoinette Bishop (B1195,R2027)	➡	Tessada Contractors (B1195A, R223)
Construction	PR Initiator	➡	as identified on justification form	➡	Construction Doug Smith (B1248, R114A)	➡	Harry Schinkel (B1206, R122)	➡	Carolyn Carey (B1195,R178)	➡	Beth Quinto (B1195,R2035)	➡	Antoinette Bishop (B1195,R2027)	➡	Tessada Contractors (B1195A, R223)
					Functional Approvals										
NASA PR	(Step 1) Initiating Office/ Competency		(Step 2) Obtain Justification for Emergency		(Step 3) Special Approvals		(Step 4) Logistics (between 1:30- 2:30pm)		(Step 5) Resources Management (between 1:30-3:30pm)		(Step 6) Finance (between 1:30-3:30pm)		(Step 7) Finance (between 1:30-3:30pm)		(Step 8) Procurement
Goods	PR Initiator	➡	as identified on justification form	➡	N/A	➡	Harry Schinkel (B1206, R122)	➡	Carolyn Carey (B1195,R178)	➡	Beth Quinto (B1195,R2035)	➡	Antoinette Bishop (B1195,R2027)	➡	Tessada Contractors (B1195A, R223)
Services	PR Initiator	➡	as identified on justification form	➡	N/A	➡	N/A	➡	Carolyn Carey (B1195,R178)	➡	Beth Quinto (B1195,R2035)	➡	Antoinette Bishop (B1195,R2027)	➡	Tessada Contractors (B1195A, R223)

- Proceed to Resources Management (Carolyn Carey B1195 Room 178) to verify the availability of adequate funding and adherence to Continuing Resolution guidance. She will be available between the hours of 1:30 and 3:30 p.m. daily, to approve the funding for these requests. Determination of program authority availability will be coordinated with the Financial Management (FM) office.



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5. To assure the request is properly processed, the requisitioner will personally hand deliver the Emergency PR Form and Justification Form to the OCFO, Beth Quinto, Building 1195, Room 2035 between the hours of 1:30 and 3:30 pm for certification of funds availability. After funds certification the requisitioner will hand deliver the documentation to Antoinette Bishop, Building 1195, Room 2027, between the hours of 1:30 and 3:30 pm. **It is extremely important that the requisitioner hand deliver the PR form through the process in order to immediately respond to any issues that may arise.** Beth Quinto will certify funds availability and Antoinette Bishop will be responsible for verifying the required information is present on the PR. The requisitioner will wait while funds are certified and data on the PR is verified. If any information on the PR is incorrect, FM will reject the PR and return it to the Requisitioner for correction. When the information has been corrected, the requisitioner may return to this step.
6. Beth Quinto will obtain Financial Management DCFO approval, make a copy and return the original to the requisitioner.
7. Beth Quinto will fax a copy of the request to Eric Strand in Receiving at fax number 4-8296. His phone number is 4-3580.
8. FM will keep a copy of the Emergency PR with the attachments in the Interim PR file until the documents can be posted in SAP. The requisitioner will hand carry the original Emergency PR and justification to Panice Clark in OP (Bldg. 1195B, Room 234) for distribution to the appropriate Contracting Officer.
9. FM will also maintain a log of the interim PRs and will update manual funds control worksheets as needed.
10. The Office of Procurement will be responsible for maintaining the original copy of the Emergency PR's.
11. **PR initiator's/Requisitioner's will be responsible for entering their own PR's into SAP immediately upon SAP coming up for FY 2007 processing. All emergency PR's approved during the shutdown period must be entered into SAP before any other PR's can be entered. The emergency PR Tracking Number shall be entered in a text field in the SAP PR.**
12. FM will verify that all emergency PR's have been entered into SAP prior to the close of period 1.